

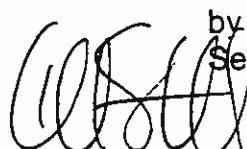
**STATE OF LOUISIANA  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS  
CORRECTIONS SERVICES**

**Policy  
No. A.3.5**

**30 August 2000**

**ADMINISTRATION  
Fiscal  
Cellular Telephone Usage**

1. **AUTHORITY:** Secretary of the Department of Public Safety and Corrections, as contained in Chapter 9 of Title 36.
2. **PURPOSE:** To establish the Secretary's policy regarding cellular telephone usage and to provide accountability for cellular telephone usage by Department personnel.
3. **APPLICABILITY:** All employees of Corrections Services. The Deputy Secretary, Undersecretary, Assistant Secretaries, and Unit Heads are responsible for ensuring that all necessary procedures are in place to comply with the provisions of this regulation.
4. **POLICY:** It is the Secretary's policy that all cellular telephone usage be consistent with Division of Administration/Office of Telecommunications guidelines and procedures.
5. **PROCEDURES:**
  - A. Cellular telephone usage will be limited to Departmental business and generally used only when no other means of communication is available. Conversations should be limited in length.
  - B. Personal calls on cellular telephones will be strictly limited to emergency or urgent situations and must be reimbursed to the Unit by the employee.
  - C. Employees with personal cellular telephone service may be reimbursed by the Department for calls related to state business. Requests for reimbursement must be submitted on a travel expense claim voucher.
  - D. The Unit Head or designee is responsible for reconciling usage of all cellular telephone calls monthly, (including verification by the user that the calls are of a legitimate business nature or that reimbursement is being made.)
  - E. All requests for Departmental cellular telephone service must be submitted by the Unit Head to the Undersecretary for review and forwarding to the Secretary for approval.

  
Richard L. Stalder  
Secretary

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This regulation supersedes Department Regulation No. A-03-005 dated 20 October 1997.